

**MONTEREY PARK BRUGGEMEYER LIBRARY
BOARD OF TRUSTEES
AGENDA**

**Regular Meeting
Friends Room, Monterey Park Bruggemeyer Library
318 S. Ramona Avenue, Monterey Park, CA 91754**

**TUESDAY
October 16, 2018
7:00 P.M.**

MISSION STATEMENT

*The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational,
and informational needs of the residents of the City of Monterey Park
by providing free and open access to its resources and services*

Documents related to an Agenda item are available to the public inspection in the Library Administrative Secretary's Office located at 318 S. Ramona Avenue, Monterey Park, CA 91754 during normal business hours and on the City website at <http://www.montereypark.ca.gov/>

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 24 hours before a meeting for reasonable accommodation. The library and the Friends Room are wheelchair accessible.

CALL TO ORDER President of Library Board of Trustees at 7:00 p.m.

FLAG SALUTE Vice President of the Library Board of Trustees

ROLL CALL Jason Dhing, Gloria Guerrero, Andrew Yam and David Barron

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

PUBLIC COMMUNICATIONS – (Related to items NOT on the Agenda) While all comments are welcome, the Brown Act does not allow the Library Board of Trustees to take action on any item not on the agenda. The Library Board of Trustees may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board of Trustees' subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

1. ORAL AND WRITTEN COMMUNICATIONS

2. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the regular meeting of September 18, 2018
- (2) Take such additional, related, action that may be desirable.

3. CONSENT AGENDA - APPROVAL BY MOTION

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

FINANCIAL REPORTS AND EXPENDITURES

a. RECEIPT AND EXPENDITURE REPORT:

Monthly Expenditure Summary Report by Object as prepared by Management Services

b. TRUST AND AGENCY ACCOUNT REPORT:

Monthly report on Balances in Library Trust and Agency Accounts

c. LIBRARY FINES REPORT:

Monthly report on fines collected by the library

It is recommended that the Library Board of Trustees:

- (1) Approve the financial reports and expenditures; and
- (2) Take such additional, related, action that may be desirable.

4. CITY LIBRARIAN'S REPORT

5. PRESIDENT'S REPORT

NEW BUSINESS

6. LIBRARY SECURITY CAMERAS AND FOOTAGE

Presentation of new policy governing security cameras in the library and access to footage

It is recommended that the Library Board of Trustees consider:

- (1) Approving the proposed policy; and
- (2) Take such additional, related, action that may be desirable.

7. 2019 HOLIDAY SCHEDULE

Review of dates when the library will be closed due to Federal / City holidays in 2019

It is recommended that the Library Board of Trustees consider:

- (1) Approving the proposed schedule; and
- (2) Taking such additional, related, action that may be desirable.

COMMISSION/BOARD COMMUNICATIONS

Announcements and Agenda items for the next regular or a special meeting from Library Board members

Monterey Park Bruggemeyer Library Board of Trustees Agenda
October 16, 2018
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ADJOURNMENT

The next meeting is scheduled for November 20, 2018 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: October 16, 2018

AGENDA ITEM NO: 2

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Approval of Minutes

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the minutes from the regular meeting of September 18, 2018; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None


BACKGROUND:

None

FISCAL IMPACT:

NoneP

Respectfully submitted by:



Diana Garcia
Acting City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. September 18, 2018 regular meeting minutes

ATTACHMENT 1
Minutes
Regular Meeting
September 18, 2018

**MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting**

September 18, 2018

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a regular meeting of the Board in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, September 18, 2018 at 7:00 p.m.

CALL TO ORDER:

Trustee Dhing called the meeting to order at 7:00 P.M.

FLAG SALUTE:

Trustee Yam led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

Jason Dhing, Gloria Guerrero, Andrew Yam and David M. Barron

ALSO PRESENT:

Diana Garcia, Acting City Librarian; Gwen Kishida, Administrative Secretary; Evena Shu, Technical Services Senior Librarian

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

Action Taken: The Library Board of Trustees approved moving agenda item #6 **Migration to Cloud-based Server** earlier in the agenda.

MOTION: Moved by Trustee Yam and seconded by Trustee Guerrero.
Motion carried by the following vote:

AYE:	Trustees Dhing, Guerrero, Yam and Barron
NO:	None
ABSTAIN:	None
ABSENT:	None

PUBLIC COMMUNICATIONS: None

1. ORAL AND WRITTEN COMMUNICATIONS: None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the special meeting of August 28, 2018

Action Taken: The Library Board of Trustees approved the minutes from the special meeting of August 28, 2018 as presented.

MOTION: Moved by Trustee Barron and seconded by Trustee Yam.
Motion carried by the following vote:

AYE: Trustees Dhing, Guerrero, Yam and Barron
NO: None
ABSTAIN: None
ABSENT: None

3. CONSENT AGENDA:

- a. Receipt and Expenditure Report**
- b. Trust and Agency Accounts Report**
- c. Library Fines Report**

Action Taken: The Library Board of Trustees approved the Consent Agenda.

MOTION: Moved by Trustee Barron and seconded by Trustee Yam.
Motion carried by the following vote:

AYE: Trustees Dhing, Guerrero, Yam and Barron
NO: None
ABSTAIN: None
ABSENT: None

4. CITY LIBRARIAN'S REPORT:

Acting City Librarian Garcia reported that 16 new tables for the Friends Room have been delivered and were being assembled. The old, damaged tables have been picked up by the surplus auction company.

The Lingo translation devices, donated to the library by the Kiwanis Club, have been delivered. One has been distributed to each division. Staff have set up the devices and are currently training with them. They have tried out Spanish, Mandarin, Tagalog and Vietnamese so far. Acting City Librarian Garcia noted that it seems that the more the Lingo device is used, it learns and improves in accuracy. She demonstrated the Lingo at a City department directors meeting and other departments seem to be interested in getting the devices as well.

Regarding staffing, interviews of candidates for part-time Library Page have been completed. One candidate has been selected. Staff will check references and notify Human Resources to proceed with making an offer and the background check. Administrative Secretary Kishida is screening the applications (over 200!) for full-time Library Technician to determine those who meet job requirements/qualifications. The next step will be to set up an outside oral board to interview the top candidates by mid-October. The application deadline for full-time Adult Literacy Coordinator will close September 21. The position has been publicized amongst the California library community via listservs (electronic mailing lists) and Facebook groups. Special effort has been made to promote the listing with bilingual professionals via the Asian Pacific American Library Association and REFORMA (Association for Library Services to the Spanish Speaking).

Acting City Librarian Garcia will meet with architect Tammy Sam on Sunday, September 23 to give her a tour of the library and discuss her suggestions for space management in the library and how this process might work.

Acting City Librarian Garcia and Adult/Reference/Teen Services Senior Librarian Cindy Costales met with Brian Henderson of the Dream Resource Center. Mr. Henderson delivered flyers about the program and initiated discussion for a future public program on the subject.

The library is working with the City's Recreation and Community Services Department to plan and produce the **Monster Mash and Movie Bash** to be held on Friday, October 26 from 5- 8:30 p.m. at the Barnes Park Amphitheater. The event will feature a costume contest, trick or treating, carnival games and a showing of the movie *Hotel Transylvania 3*. The library will have a booth promoting library activities and offering two craft projects: coloring Dia de los Muertos masks and crafting Mexican paper flowers. Acting City Librarian Garcia has met and will continue to meet with Recreation and Community Services Director Inez Alvarez regarding the event. Acting City Librarian Garcia again encouraged the Trustees to participate at the event.

Trustee Guerrero stated that she has seen Acting City Librarian Garcia at the City Council meetings and that Acting City Librarian Garcia is doing an excellent job representing and promoting the library.

6. MIGRATION TO CLOUD-BASED SERVER:

Technical Services Senior Librarian Shu gave a presentation proposing that the library migrate its integrated systems to a hosted cloud-based server instead of an on-site server.

The library's ILS – integrated systems – includes functions for Circulation (patron records including check-in and check-out), Cataloging (collection records including library authority, bibliographic and item records), Acquisition (ordering and invoicing records) and OPAC (online catalog). The library uses Innovative Interfaces Inc. The cost for maintaining this system this year is \$41,418.22. The library's turnkey system was purchased in 1995 and updated to Millennium in 2006. The library has an in-house server which should be upgraded every five years. However, the server was last upgraded in 2012, so it is now six years old, beyond the suggested upgrade schedule.

The library backs up its transaction records daily so if there is a server failure, the library will not lose all records. Currently the library piggybacks with the City's Finance Department to store a backup tape so there is no cost for storing the backup information. However, the City will be upgrading to a cloud-based server for its financial records in two months, so the library will have to pay for storing the backup tapes offsite at a cost of \$350 per month.

The benefits of hosted cloud-based storage include:

- 99.98% commitment for system availability
- Security and Network Operations Center working 24/365 to identify and combat security threats
- Patron privacy and data confidentiality
- Daily backups with 30 day retention (staff do not have to manually back up data, saving time and freeing up staff for other tasks)
- Recovery of data in the event of a disaster
- Regular operating system and software upgrades

Upgrade to a New Server On-Site	Cloud-based Storage/Hosting
\$30,000	One-time Migration Fee: \$6,600
Backup Tape Off-Site \$350/month x 12 months x 5 years = \$21,000	Hosting Fee: \$3,500/year x 5 years = \$17,500
Cost over 5 years = \$51,000	Cost over 5 years = \$24,100

Technical Services Senior Librarian Shu recommended migrating the library's ILS to hosted cloud-based storage. If the library does not migrate, the library will be two generations behind in technology. She requested that the Library Board approve funding the migration from one of the library's trust accounts.

Acting City Librarian Garcia clarified that there will still be an annual cost for maintenance services either way – the decision as to where the data will be stored is the question. Technical Services Senior Librarian Shu noted that the cost of \$41,418.22 for annual maintenance is budgeted this fiscal year and has been included in the library's budget every year.

Trustee Barron asked what would happen if a disaster struck the cloud-based server. Trustee Dhing stated that these systems have triple redundancies – information is protected and rerouted so data is not lost.

Trustee Yam asked if it would be possible, if the City receives more revenue into the General Fund and then allocates more funding to the library, to switch paying the annual hosting fee from a trust account to a budgeted line item funded from the General Fund. Acting City Librarian Garcia said that this is possible.

Trustee Barron asked what would happen if the library did nothing. Acting City Librarian Garcia stated that because the current server is old and past its replacement date, it could fail. The library would have to pay \$4,200 per year to store the backup data tapes, which was an unexpected expense and is not included in this year's budget.

Acting City Librarian Garcia noted that the library had looked into changing vendors for the ILS system, but this could cost \$100,000 or more. The library would have to plan the switchover one year in advance and the library would have to close for weeks or more during the migration. If the library remains with its current vendor, there should be none of these disadvantages.

Trustee Yam expressed his support for the proposal but reiterated his hope that in the future, if the library gets more funding, the cost could be supported by the General Fund in the budget. He also suggested that during the next budget process, the Library Board make it known that the library is more than deserving to have more funds allocated.

Action Taken: The Library Board of Trustees approved the proposal to migrate the library's ILS to hosted cloud-based storage, with the funding coming from a library trust account the first year and the cost budgeted in the future.

MOTION:	Moved by Trustee Barron and seconded by Trustee Guerrero. Motion carried by the following vote:
AYE:	Trustees Dhing, Guerrero, Yam and Barron
NO:	None
ABSTAIN:	None
ABSENT:	None

5. PRESIDENT'S REPORT:

Trustee Dhing reported that he had met with Human Resources Director Tom Cody – who had met first with City Manager Ron Bow. Both agree that they are willing to have the Library Board of Trustees provide input during the process of hiring a City Librarian when the time comes. However, that time is not now, so the Library Board should desist from discussions as there is no vacant position.

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Yam reported that he met with Brian Henderson of the East Los Angeles College's Dream Resource Center and thanked him for delivering flyers to the library. Trustee Yam stated that he hoped that staff could receive workplace training on what to do if ICE agents come to the library asking for patron information or asking if a person was present. A program for the community regarding one's rights as a private citizen was also in the planning stages. Trustee Yam said that he would continue to follow up and relay information to the Library Board and library staff. Acting City Librarian Garcia noted that California has privacy laws protecting patron records that would override ICE. Trustee Barron noted that the Trustees should agree on any action that would seem to be Library Board-approved and said that staff training would seem to be a personnel issue that is not within the Library Board's purview unless there is a major problem with staff. Trustee Yam stated that he did not mean to overstep but was suggesting possible action and would keep the Library Board apprised of any forthcoming decisions. Trustee Barron said that he thinks that it is appropriate for the Trustees, if they see something

that would be relevant to library policy or operations, to forward this to staff, but he wanted the Trustees to be careful not to go beyond their authority.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 7:46 p.m.

City Librarian

DRAFT



Library Board of Trustees Staff Report

DATE: October 16, 2018

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Consent Agenda

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the financial reports and expenditures; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached are the Receipt and Expenditures Report, the Trust and Agency Account Report and Library Fines Report for September 2018.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A handwritten signature in blue ink, appearing to be "Diana Garcia", is written over a horizontal line.

Diana Garcia
Acting City Librarian

Prepared by:

A handwritten signature in blue ink, appearing to be "Gwen Kishida", is written over a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Receipt and Expenditures Report for September 2018
2. Trust and Agency Account Report for September 2018
3. Library Fines Report for September 2018

ATTACHMENT 1
Receipt and Expenditure Report
September 2018

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

25.0% YEAR COMPLETE

FROM 09/01/2018 TO 09/30/2018

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	181,356.00-	22,262.75	58,704.01	0.00	122,651.99-	32.4 0010
11300 PART TIME SALARIES	39,240.00-	3,517.25	11,377.30	0.00	27,862.70-	29.0 0010
11500 SEPARATION BENEFITS	13,853.00-	1,154.42	3,463.22	0.00	10,389.78-	25.0 0010
12200 LIFE INSURANCE	515.00-	65.00	143.00	0.00	372.00-	27.8 0010
12300 MEDICAL INSURANCE	16,228.00-	1,997.36	4,701.88	0.00	11,526.12-	29.0 0010
12350 MEDICARE INSURANCE	2,635.00-	374.18	1,016.93	0.00	1,618.07-	38.6 0010
12370 PART TIME RETIREMENT	2,936.00-	0.00	0.00	0.00	2,936.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	104.34	348.21	0.00	348.21	0.00 0012
12400 DENTAL INSURANCE	1,221.00-	120.04	323.40	0.00	897.60-	26.5 0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	829.78	0.00	2,489.22-	25.0 0010
12600 RETIREMENT	57,519.00-	7,342.94	21,426.49	0.00	36,092.51-	37.3 0012
12750 CITY 401 PLAN	0.00	50.00	100.00	0.00	100.00	0.00 0010
12900 LONG TERM DISABILITY	792.00-	99.00	231.00	0.00	561.00-	29.2 0010
12950 VISION PLAN	436.00-	54.48	127.12	0.00	308.88-	29.2 0010
Object 1000 Total	320,050.00-	37,418.34	102,792.34	0.00	217,257.66-	32.1
21350 OTHER OFFICE SUPPLIES	5,306.00-	284.26	895.24	0.00	4,410.76-	16.9 0010
22150 CLEANING & SANITATION SUPPLIE	12,000.00-	1,913.60	1,966.12	0.00	10,033.88-	16.4 0010
Object 2000 Total	17,306.00-	2,197.86	2,861.36	0.00	14,444.64-	16.5
31700 DATA PROCESSING	10,531.00-	0.00	1,606.00	0.00	8,925.00-	15.3 0010
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0010
32050 TELEPHONE	900.00-	75.00	732.40	0.00	167.60-	81.4 0010
32150 TECHNOLOGY CHARGES	10,000.00-	833.33	2,500.03	0.00	7,499.97-	25.0 0010
32200 POSTAGE	1,000.00-	43.34	100.68	0.00	899.32-	10.1 0010
33100 MILEAGE AND PARKING	1,500.00-	0.00	0.00	0.00	1,500.00-	0.0 0010
33200 CONFERENCES/SEMINARS	2,000.00-	0.00	225.00	0.00	1,775.00-	11.3 0010
36100 ELECTRICITY	102,421.00-	18,992.15	29,310.85	0.00	73,110.15-	28.6 0010
36200 GAS SERVICE	7,379.00-	26.50	84.40	0.00	7,294.60-	1.1 0010
38100 REPAIRS & MTC BUILDINGS	15,000.00-	518.79	698.73	10,320.00	3,981.27-	73.5 0010
38400 R&M MACHINERY AND EQUIPMENT	15,000.00-	3,811.29	3,811.29	9,751.00	1,437.71-	90.4 0010
39250 PRINTING & DUPLICATING	2,500.00-	0.00	342.13	0.00	2,157.87-	13.7 0010
39300 DUES/MEMBERSHIPS	3,500.00-	0.00	0.00	0.00	3,500.00-	0.0 0010
Object 3000 Total	174,231.00-	24,300.40	39,411.51	20,071.00	114,748.49-	34.1

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 09/01/2018 TO 09/30/2018

25.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	-----EXPENDITURE-----		UNENCUMBERED	
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE % USED FUND
DEPARTMENT: 6001 TOTAL	511,587.00-	63,916.60	145,065.21	20,071.00 346,450.79- 32.3

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 09/01/2018 TO 09/30/2018

25.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	251,568.00-	18,735.71	56,207.09	0.00	195,360.91-	22.3 0010
11300 PART TIME SALARIES	19,545.00-	696.52	2,247.86	0.00	17,297.14-	11.5 0010
11500 SEPARATION BENEFITS	14,430.00-	1,202.50	3,607.50	0.00	10,822.50-	25.0 0010
12200 LIFE INSURANCE	936.00-	78.00	234.00	0.00	702.00-	25.0 0010
12300 MEDICAL INSURANCE	37,799.00-	3,149.90	9,449.70	0.00	28,349.30-	25.0 0010
12350 MEDICARE INSURANCE	3,990.00-	281.40	838.76	0.00	3,151.24-	21.0 0010
12370 PART TIME RETIREMENT	977.00-	0.00	0.00	0.00	977.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	27.86	89.92	0.00	89.92	0.00 0012
12400 DENTAL INSURANCE	2,160.00-	189.98	569.94	0.00	1,590.06-	26.4 0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	829.78	0.00	2,489.22-	25.0 0010
12600 RETIREMENT	79,801.00-	5,936.09	20,462.02	0.00	59,338.98-	25.6 0012
12750 CITY 401 PLAN	650.00-	100.00	300.00	0.00	350.00-	46.1 0010
12900 LONG TERM DISABILITY	1,188.00-	99.00	297.00	0.00	891.00-	25.0 0010
12950 VISION PLAN	894.00-	74.46	223.38	0.00	670.62-	25.0 0010
Object 1000 Total	417,257.00-	30,848.00	95,356.95	0.00	321,900.05-	22.9
21350 OTHER OFFICE SUPPLIES	2,208.00-	243.32	243.32	0.00	1,964.68-	11.0 0010
Object 2000 Total	2,208.00-	243.32	243.32	0.00	1,964.68-	11.0
31950 OTHER PROFESSIONAL SERVICES	0.00	1,969.92	1,969.92	0.00	1,969.92	0.00 0010
Object 3000 Total	0.00	1,969.92	1,969.92	0.00	1,969.92	0.00
40000 BOOKS & SUBSCRIPTIONS	41,500.00-	2,090.55	3,416.73	0.00	38,083.27-	8.2 0010
40000 BOOKS & SUBSCRIPTIONS	7,500.00-	2,005.60	2,005.60	0.00	5,494.40-	26.7 0533
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0010
Object 4000 Total	54,000.00-	4,096.15	5,422.33	0.00	48,577.67-	10.0
DEPARTMENT: 6002 TOTAL	473,465.00-	37,157.39	102,992.52	0.00	370,472.48-	21.8

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

25.0% YEAR COMPLETE

FROM 09/01/2018 TO 09/30/2018

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	276,156.00-	16,110.43	48,388.64	0.00	227,767.36-	17.5 0010
11300 PART TIME SALARIES	10,319.00-	558.61	1,919.90	0.00	8,399.10-	18.6 0010
11500 SEPARATION BENEFITS	17,508.00-	1,459.00	4,377.00	0.00	13,131.00-	25.0 0010
12200 LIFE INSURANCE	1,248.00-	78.00	234.00	0.00	1,014.00-	18.8 0010
12300 MEDICAL INSURANCE	47,615.00-	2,619.95	7,859.85	0.00	39,755.15-	16.5 0010
12350 MEDICARE INSURANCE	4,185.00-	242.69	725.60	0.00	3,459.40-	17.3 0010
12370 PART TIME RETIREMENT	515.00-	0.00	0.00	0.00	515.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	22.34	58.11	0.00	58.11	0.00 0012
12400 DENTAL INSURANCE	2,770.00-	200.78	602.34	0.00	2,167.66-	21.8 0010
12500 WORKERS COMPENSATION	4,629.00-	385.75	1,157.25	0.00	3,471.75-	25.0 0010
12600 RETIREMENT	87,645.00-	5,106.50	17,533.83	0.00	70,111.17-	20.0 0012
12750 CITY 401 PLAN	1,300.00-	50.00	150.00	0.00	1,150.00-	11.5 0010
12900 LONG TERM DISABILITY	1,584.00-	99.00	297.00	0.00	1,287.00-	18.8 0010
12950 VISION PLAN	1,068.00-	62.62	187.86	0.00	880.14-	17.6 0010
Object 1000 Total	456,542.00-	26,995.67	83,491.38	0.00	373,050.62-	18.3
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	8,000.00-	0.00	4.37-	0.00	8,004.37-	-0.1 0010
Object 2000 Total	8,000.00-	0.00	4.37-	0.00	8,004.37-	-0.1
31700 DATA PROCESSING	13,500.00-	1,148.27	2,255.03	0.00	11,244.97-	16.7 0010
31950 OTHER PROFESSIONAL SERVICES	0.00	2,131.50	2,131.50	0.00	2,131.50	0.00 0010
38400 R&M MACHINERY AND EQUIPMENT	89,850.00-	1,141.58	1,141.58	0.00	88,708.42-	1.3 0010
Object 3000 Total	103,350.00-	4,421.35	5,528.11	0.00	97,821.89-	5.3
DEPARTMENT: 6003 TOTAL	567,892.00-	31,417.02	89,015.12	0.00	478,876.88-	15.7

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 09/01/2018 TO 09/30/2018

25.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED
11200 PERMANENT SALARIES	213,378.00-	16,366.15	49,098.44	0.00	164,279.56-	23.0 0010
11300 PART TIME SALARIES	71,382.00-	3,921.40	14,474.10	0.00	56,907.90-	20.3 0010
11500 SEPARATION BENEFITS	27,128.00-	2,260.67	6,781.97	0.00	20,346.03-	25.0 0010
12200 LIFE INSURANCE	1,248.00-	104.00	312.00	0.00	936.00-	25.0 0010
12300 MEDICAL INSURANCE	54,532.00-	4,079.04	12,237.12	0.00	42,294.88-	22.4 0010
12350 MEDICARE INSURANCE	3,094.00-	287.31	906.24	0.00	2,187.76-	29.3 0010
12370 PART TIME RETIREMENT	3,430.00-	0.00	0.00	0.00	3,430.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	156.85	578.95	0.00	578.95	0.00 0012
12400 DENTAL INSURANCE	2,501.00-	169.18	507.54	0.00	1,993.46-	20.3 0010
12500 WORKERS COMPENSATION	5,854.00-	487.83	1,463.53	0.00	4,390.47-	25.0 0010
12600 RETIREMENT	67,778.00-	5,192.51	17,825.66	0.00	49,952.34-	26.3 0012
12750 CITY 401 PLAN	1,950.00-	150.00	450.00	0.00	1,500.00-	23.1 0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	396.00	0.00	1,188.00-	25.0 0010
12950 VISION PLAN	1,254.00-	92.62	277.86	0.00	976.14-	22.2 0010
Object 1000 Total	455,113.00-	33,399.56	105,309.41	0.00	349,803.59-	23.1
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,500.00-	0.00	62.60	0.00	3,437.40-	1.8 0010
Object 2000 Total	3,500.00-	0.00	62.60	0.00	3,437.40-	1.8
38400 R&M MACHINERY AND EQUIPMENT	6,800.00-	0.00	0.00	4,866.24	1,933.76-	71.6 0010
Object 3000 Total	6,800.00-	0.00	0.00	4,866.24	1,933.76-	71.6
DEPARTMENT: 6004 TOTAL	465,413.00-	33,399.56	105,372.01	4,866.24	355,174.75-	23.7

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 09/01/2018 TO 09/30/2018

25.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	121,348.00-	9,098.31	20,616.46	0.00	100,731.54-	17.0 0010
11300 PART TIME SALARIES	24,876.00-	2,210.29	7,755.11	0.00	17,120.89-	31.2 0142
11300 PART TIME SALARIES	26,742.00-	1,385.49	3,094.91	0.00	23,647.09-	11.6 0163
11300 PART TIME SALARIES	3,010.00-	386.61	2,290.26	0.00	719.74-	76.1 0454
11500 SEPARATION BENEFITS	6,465.00-	538.75	1,616.25	0.00	4,848.75-	25.0 0010
12200 LIFE INSURANCE	624.00-	26.00	104.00	0.00	520.00-	16.7 0010
12300 MEDICAL INSURANCE	30,058.00-	1,252.40	4,402.30	0.00	25,655.70-	14.7 0010
12350 MEDICARE INSURANCE	1,760.00-	136.26	294.11	0.00	1,465.89-	16.7 0010
12350 MEDICARE INSURANCE	360.00-	32.07	112.47	0.00	247.53-	31.2 0142
12350 MEDICARE INSURANCE	388.00-	20.09	44.89	0.00	343.11-	11.6 0163
12350 MEDICARE INSURANCE	44.00-	5.60	33.21	0.00	10.79-	75.5 0454
12370 PART TIME RETIREMENT	995.00-	41.49	176.38	0.00	818.62-	17.7 0142
12370 PART TIME RETIREMENT	1,070.00-	55.42	123.80	0.00	946.20-	11.6 0163
12370 PART TIME RETIREMENT	120.00-	0.00	0.00	0.00	120.00-	0.0 0454
12400 DENTAL INSURANCE	1,670.00-	49.14	165.78	0.00	1,504.22-	9.9 0010
12500 WORKERS COMPENSATION	1,747.00-	145.58	436.78	0.00	1,310.22-	25.0 0010
12600 RETIREMENT	38,528.00-	3,006.06	8,722.94	0.00	29,805.06-	22.6 0012
12600 RETIREMENT	8,172.00-	377.36	1,217.40	0.00	6,954.60-	14.9 0142
12750 CITY 401 PLAN	650.00-	25.00	25.00	0.00	625.00-	3.9 0010
12900 LONG TERM DISABILITY	792.00-	33.00	132.00	0.00	660.00-	16.7 0010
12950 VISION PLAN	499.00-	26.30	97.06	0.00	401.94-	19.4 0010
Object 1000 Total	269,918.00-	18,851.22	51,461.11	0.00	218,456.89-	19.1
21350 OTHER OFFICE SUPPLIES	2,500.00-	240.55	240.55	0.00	2,259.45-	9.6 0163
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0454
Object 2000 Total	5,000.00-	240.55	240.55	0.00	4,759.45-	4.8
31950 OTHER PROFESSIONAL SERVICES	1,000.00-	0.00	0.00	0.00	1,000.00-	0.0 0163
32200 POSTAGE	2,000.00-	336.75	336.75	0.00	1,663.25-	16.8 0454
33100 MILEAGE AND PARKING	237.00-	0.00	0.00	0.00	237.00-	0.0 0163
38400 R&M MACHINERY AND EQUIPMENT	5,116.00-	0.00	0.00	0.00	5,116.00-	0.0 0142
39300 DUES/MEMBERSHIPS	1,150.00-	0.00	0.00	0.00	1,150.00-	0.0 0163
Object 3000 Total	9,503.00-	336.75	336.75	0.00	9,166.25-	3.5
40000 BOOKS & SUBSCRIPTIONS	2,000.00-	0.00	0.00	0.00	2,000.00-	0.0 0163

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 09/01/2018 TO 09/30/2018

25.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
40000 BOOKS & SUBSCRIPTIONS	8,000.00-	1,121.88	1,121.88	0.00	6,878.12-	14.0 0445
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0142
Object 4000 Total	15,000.00-	1,121.88	1,121.88	0.00	13,878.12-	7.5
DEPARTMENT: 6005 TOTAL	299,421.00-	20,550.40	53,160.29	0.00	246,260.71-	17.8

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 09/01/2018 TO 09/30/2018

25.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	198,178.00-	6,584.96	29,051.23	0.00	169,126.77-	14.7 0010
11300 PART TIME SALARIES	15,056.00-	1,065.36	5,107.83	0.00	9,948.17-	33.9 0010
11500 SEPARATION BENEFITS	13,930.00-	1,160.83	3,482.53	0.00	10,447.47-	25.0 0010
12200 LIFE INSURANCE	936.00-	52.00	182.00	0.00	754.00-	19.4 0010
12300 MEDICAL INSURANCE	22,871.00-	1,260.79	4,427.47	0.00	18,443.53-	19.4 0010
12350 MEDICARE INSURANCE	3,137.00-	110.94	495.33	0.00	2,641.67-	15.8 0010
12370 PART TIME RETIREMENT	752.00-	0.00	0.00	0.00	752.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	42.61	204.30	0.00	204.30	0.00 0012
12400 DENTAL INSURANCE	1,051.00-	69.20	225.96	0.00	825.04-	21.5 0010
12500 WORKERS COMPENSATION	3,406.00-	283.83	851.53	0.00	2,554.47-	25.0 0010
12600 RETIREMENT	62,905.00-	2,091.25	10,765.73	0.00	52,139.27-	17.1 0012
12750 CITY 401 PLAN	1,950.00-	75.00	325.00	0.00	1,625.00-	16.7 0010
12900 LONG TERM DISABILITY	1,188.00-	66.00	231.00	0.00	957.00-	19.4 0010
12950 VISION PLAN	654.00-	36.32	127.12	0.00	526.88-	19.4 0010
Object 1000 Total	326,014.00-	12,899.09	55,477.03	0.00	270,536.97-	17.0
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	68.41	180.29	0.00	6,319.71-	2.8 0010
Object 2000 Total	6,500.00-	68.41	180.29	0.00	6,319.71-	2.8
31950 OTHER PROFESSIONAL SERVICES	0.00	2,661.75	2,661.75	0.00	2,661.75	0.00 0010
Object 3000 Total	0.00	2,661.75	2,661.75	0.00	2,661.75	0.00
40000 BOOKS & SUBSCRIPTIONS	30,000.00-	2,467.87	2,727.42	0.00	27,272.58-	9.1 0010
40500 LIBRARY DATABASES	700.00-	0.00	0.00	0.00	700.00-	0.0 0010
Object 4000 Total	30,700.00-	2,467.87	2,727.42	0.00	27,972.58-	8.9
DEPARTMENT: 6006 TOTAL	363,214.00-	18,097.12	61,046.49	0.00	302,167.51-	16.8
DEPT SERIES: 6000 TOTAL	2,680,992.00-	204,538.09	556,651.64	24,937.24	2,099,403.12-	21.7
REPORT TOTALS	\$2,680,992.00-	\$204,538.09	\$556,651.64	\$24,937.24	\$2,099,403.12-	21.7

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 09/01/2018 TO 09/30/2018

25.0% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED
1000 SALARY & BENEFITS	2,244,894.00-	160,411.88	493,888.22	0.00	1,751,005.78-	22.0
2000 OPERATION EXPENDITURES	42,514.00-	2,750.14	3,583.75	0.00	38,930.25-	8.4
3000 PROFESSIONAL EXPENDITURES	293,884.00-	33,690.17	49,908.04	24,937.24	219,038.72-	25.5
4000 OTHER OVERHEAD	99,700.00-	7,685.90	9,271.63	0.00	90,428.37-	9.3
TOTALS	\$2,680,992.00-	\$204,538.09	\$556,651.64	\$24,937.24	\$2,099,403.12-	21.7

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 09/01/2018 TO 09/30/2018

FUND SUMMARY

25.0% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			ENCUMBERED	UNENCUMBERED	
			PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED
0010	GENERAL FUND	2,184,036.00-	167,289.54	440,082.27		24,937.24	1,719,016.49-	21.3
0012	RETIREMENT FUND	394,176.00-	29,029.35	98,016.16		0.00	296,159.84-	24.9
0142	EL CIVIC EDUCATION GRANT	44,519.00-	2,661.21	9,261.36		0.00	35,257.64-	20.8
0163	CAL LIBRARY LITERACY SVC GRAN	35,087.00-	1,701.55	3,504.15		0.00	31,582.85-	10.0
0445	LITERACY TRUST GRANT	8,000.00-	1,121.88	1,121.88		0.00	6,878.12-	14.0
0454	LIBRARY PASSPORT TRUST GRANT	7,674.00-	728.96	2,660.22		0.00	5,013.78-	34.7
0533	CA INITIATIVES BOOKS GRANT	7,500.00-	2,005.60	2,005.60		0.00	5,494.40-	26.7
TOTALS		\$2,680,992.00-	\$204,538.09	\$556,651.64		\$24,937.24	\$2,099,403.12-	21.7

ATTACHMENT 2
Trust and Agency Account Report
September 2018

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: September 30, 2018

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of September 30, 2018

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 593.44
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 593.44</u>

Library Automation and Water Bill Donation (0075 450 0075 08260)

Beginning Balance	\$ 14,290.57
Deposits (Water Bill Donation: 9/30/18)	312.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 14,602.57</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 63,415.07
Deposits	3,000.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 66,415.07</u>

RESTRICTED ACCOUNTS:

Funds may be used at the discretion of the Board of Trustees for any item which would benefit the Library. This account includes the former trust accounts Bruggemeyer Memorial Library, Francisco Alonso Trust, Edgar Cohn Memorial Lecture Series and Rita Valenzuela Trust. Please note that the total comprising Rita Valenzuela's portion of this account remains at \$7,104.50.

Library Trust Accounts (0075 450 0075 08230)

Beginning Balance	\$ 7,757.23
Deposits	0.00
Disbursements (Awaiting transfer from Passport Services Trust Account 0075 450 0075 08325 to reimburse this account)	(0.00)
Total Ending Balance	<u>\$ 7,757.23</u>

TOTAL REGULAR TRUST ACCOUNT BALANCES:	<u>\$ 89,368.31</u>
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Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 90,757.90
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 90,757.90</u>

Passport Services (0075 450 0075 08325)

Beginning Balance		\$ 92,556.31
Deposits	(Passport fees)	525.00
	(Passport fees)	1,210.00
	(Passport fees)	1,290.00
Disbursements		(0.00)
Total Ending Balance		<u>\$ 95,581.31</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: **\$ 275,707.52**

Interest income is recorded quarterly.

ATTACHMENT 3
Library Fines Report
September 2018

CITY OF MONTEREY PARK

YTD INQUIRY

From: 09/01/2018 To: 09/30/2018

BEGIN DATE: 09/01/2018 END DATE: 09/30/2018 ACCOUNT: 0010701001007410 DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	09/05/2018	CR 303703	88918	28.74-
0010-701-0010-07410		FINES	09/06/2018	CR 303741	140796	103.24-
0010-701-0010-07410		FINES	09/07/2018	CR 303765	140877	51.97-
0010-701-0010-07410		FINES	09/10/2018	CR 303803	141043	115.56-
0010-701-0010-07410		FINES	09/10/2018	CR 303804	141049	8.50-
0010-701-0010-07410		FINES	09/11/2018	CR 303820	141061	59.16-
0010-701-0010-07410		FINES	09/12/2018	CR 303849	141121	87.25-
0010-701-0010-07410		FINES	09/13/2018	CR 303875	141180	57.75-
0010-701-0010-07410		FINES	09/17/2018	CR 303964	141312	42.75-
0010-701-0010-07410		FINES	09/18/2018	CR 303967	141324	50.47-
0010-701-0010-07410		FINES	09/18/2018	CR 303968	141323	45.00-
0010-701-0010-07410		FINES	09/18/2018	CR 303971	141326	41.25-
0010-701-0010-07410		FINES	09/19/2018	CR 303980	141390	42.50-
0010-701-0010-07410		FINES	09/19/2018	CR 304006	141445	68.90-
0010-701-0010-07410		FINES	09/21/2018	CR 304049	141546	31.81-
0010-701-0010-07410		FINES	09/25/2018	CR 304093	141704	76.75-
0010-701-0010-07410		FINES	09/25/2018	CR 304094	141702	13.50-
0010-701-0010-07410		FINES	09/25/2018	CR 304095	141701	39.50-
0010-701-0010-07410		FINES	09/26/2018	CR 304211	89539	77.00-
0010-701-0010-07410		FINES	09/27/2018	CR 304243	141867	118.94-
0010-701-0010-07410		FINES	09/28/2018	CR 304281	89644	14.25-

REPORT TOTAL \$1,174.79-

Provides balance 07/01/2018 - 08/31/2018 = \$ 2,569.69

Month to date 09/01/2018 - 09/30/2018 = \$ 1,174.79

Fiscal Year to Date 07/01/2018 - 09/30/2018 = \$ 3,744.48



Library Board of Trustees Staff Report

DATE: October 16, 2018

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Diana Garcia
Acting City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report

ATTACHMENT 1
City Librarian's Report

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Diana Garcia, Acting City Librarian
SUBJECT: October 2018 Report

Dear Library Board of Trustees,

This month our library accepted delivery of Lingo translators donated by the Kiwanis Club of Monterey Park. These devices automatically translate to and from over 80 different spoken languages, allowing frontline staff to effectively communicate with patrons. The Lingos will help staff bridge the linguistic gap to offer excellent service to all members of the Monterey Park community.

In September the library worked on recruitment for a full-time Literacy Coordinator and a full-time Library Technician. Filling empty positions is a priority right now for Administration since a complete team is necessary to continue to provide customer service, and demand for library services and programs remains as strong as ever.

In additional staff news Children's Librarian Kristin Olivarez was one of 15 librarians statewide to be accepted into the California Library Association's *Developing Leaders in California Libraries* program. She will participate in a two-day conference including a full day of extensive training in late October to be held in Ontario, California, and she will attend additional meetings and trainings throughout the year. I will also be serving as an advisor and mentor for this program.

Respectfully,

Diana Garcia
Acting City Librarian

EMPLOYEE OF THE MONTH



The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. **Acting City Librarian/Children's Senior Librarian Diana Garcia** has been selected as the Employee of the Month for October 2018.

Administrative Secretary Gwen Kishida nominated Diana, stating:

"When Norma took medical leave, Diana was selected to serve as Acting City Librarian, which she has now done for two months. Diana has had to learn the duties on the job, with little formal training. She has continued to serve as Children's Senior Librarian throughout this time, supervising Children's staff as well as library staff as a whole and working actively as a Children's librarian, continuing to conduct storytimes and work shifts assisting patrons at the public desk. And she took on the responsibilities of both jobs AND was the only full-time staff member in Children's Services during two weeks in August when Kristin was out on a planned vacation in Europe!"

In her new role as Acting City Librarian, Diana has attended City Council meetings (once to present the library's annual report, when she offered a succinct and eloquent report on the library's activities over the past year and future plans), department director meetings and interdepartmental events. She has run AdCore management team meetings and staff meetings. Diana's innate sense of responsibility and intellectual curiosity has led her to investigate existing library policies and procedures. She has implemented measures to try to increase efficiency and accountability (such as tracking the progress of action items discussed in AdCore meetings and codifying accepted but unwritten procedures) but has resisted attempting to impose reforms unnecessarily or without due process. Diana has always been highly visible in the community due to her extensive efforts in outreach and she has leveraged her networking to benefit the library in her new acting position. Diana has done a stellar job as Acting City Librarian/Children's Senior Librarian."

An anonymous person also nominated Diana and stated,

"There is no question in my mind. There has been one person who has gone well beyond her scope of duties for the month of September. Diana Garcia has shown time and time again compassion, tenacity and a work ethic that is truly inspiring. The interim position is not a full time position. It's much more than that. And the same could be said about being the children's Librarian. Yet with all these things on her plate, she has done even more."

Upcoming city Halloween event, staff meeting, speeches at city hall, to name just a few. Diana Garcia should be the employee of the year."



Kristin Olivarez, Children's Librarian, was accepted to the California Library Association *Developing Leaders in California Libraries* program this month. Kristin was one of 15 librarians state-wide to be accepted into the 2018-19 cohort which brings together a small group of future

leaders to develop leadership skills through a series of intensive, hands-on learning experiences. Kristin will attend a two-day conference on October 25 and 26 and will attend additional short sessions throughout the year. Kristin will also benefit from mentorship from a network of established California library leaders during her program year.



Training/Workshops/Classes

Supervisors assigned to evaluate staff performance and provide annual appraisals participated in training sessions on the new online tool implemented by the City for submission of employee performance evaluations.

Acting City Librarian Diana Garcia, Adult Reference Senior Librarian Cindy Costales, Technical Services Senior

Librarian Evena Shu, Acting Literacy Administrator Jose Garcia, Circulation Services Supervisor Julie Villanueva and Administrative Secretary Gwen Kishida attended sessions on September 20, 25 or 26 in the library's Computer Lab. Participants created NEOGOV accounts and were able to learn how to input and submit the annual performance appraisals electronically. All evaluations will now be done using this system with access to previous evaluations of the employee and reminders to all involved in the process to ensure prompt completion and accountability. The new system will track when evaluations are due and each step in the approval process, notifying supervisors and department directors of due dates and when completion of their assigned tasks is overdue. Later, all City employees will be instructed how to sign off to accept their performance evaluations electronically after they have met with their supervisors to review the evaluations. It is expected that the automated accountability will improve on-time submission rates.

Technical Services Senior Librarian Evena Shu (August 28 and September 25), **Circulation Services Supervisor Julie Villanueva** (August 28), **Acting Literacy Administrator Jose Garcia** (September 4, 18 and 25), **Administrative Secretary Gwen Kishida** (September 4 and 25), **Acting City Librarian Diana Garcia** (September 18 and 25) and **Adult Reference Senior Librarian Cindy Costales** (September 25) attended the latest weekly mandatory Agreement Processing training sessions with other City staff. These trainings are to review common pitfalls and issues that arise during the processing of agreements made with vendors with

the goal of being able to pass on in-depth knowledge for a better contract/agreement process understanding for the department. Recent training sessions included information on an overview of the process, amendments to existing agreements and certificates of insurance /endorsements.

Teen Librarian Darren Braden attended a City mental health awareness workshop on July 30 from 1-3 pm in the Council Chambers. Afterwards, he shared information on strategies for coping with change and stress.

Technical Services Senior Librarian Evena Shu attended the California State Library's *Designing Program for Results* on September 5 and 6 for a two day-long in-depth training session. The training covered how to identify and document community needs and aspiration; specify realistic, meaningful and achievable changes to address these needs; identify methods that are most likely to bring about the desired changes and develop programs to implements those methods; design doable, informative evaluation approaches; and develop realistic budget to support program and evaluation activities. This approach is central for creating well developed, impactful programs that benefit communities and attract funders.

On September 13, 14, 20 and 21, Evena attended the Finance System Demonstration along with representatives from other City departments as the City plans to purchase a new system. The team reviewed the Superion and the Tyler Munis systems. The demo included System Overview, General Capabilities, General Ledger, Budgeting, Project and Grant Accounting, Purchasing, Accounts Payable, Payroll, Time and Attendance, Human Resources/Employee Self Service, Account Receivable/Miscellaneous Billing, Cash Receipts and Fixed Assets.

Christiana Chavez, Full Time Library Clerk, completed the California Accountability for New Users online training. This training is required for all WIOA Title II funded agencies. The training explains the testing procedures and security guidelines as well as the "Periods of Participation" data requirements and deliverable dates. By completing this training, the LAMP program can continue to use the CASAS testing materials and receive funding for student results.

Christiana also participated in the CASAS Implementation Training online. This training provides the foundational framework of the CASAS System. Information includes how to administer CASAS tests, interpret test results, and use curriculum support materials to enhance instruction and workforce readiness. This too is a yearly requirement for all WIOA Title II funded agencies. Both of these trainings should help Christiana have a better understanding of the data the LAMP program gathers and reports to the California Department of Education for continued funding.



Meetings/Conferences

Acting City Librarian Diana Garcia met with local architect Tammy Sam on September 23 to discuss the library's potential future needs, particularly in regards to space management.

Teen Librarian Darren Braden met with a local teen author to discuss a possible guest speaker opportunity for Teen Read Week.

Jose Garcia, Acting Literacy Administrator, attended the California State Library California Library Literacy Services (CLLS) conference on September 25-26 at the Tsakopoulos Library Galleria in Sacramento. This was a statewide conference for library literacy coordinators to share best practices, information, and knowledge; learn from one another; and get to know literacy colleagues from across the state. The conference included sessions on tutor recruitment and retention, tutor training ideas, learning challenges, family literacy services, and data management. Overall, Jose felt it was useful as he was able to network with other Literacy Coordinators and come back with ideas to incorporate into the LAMP Literacy Program.



Staffing

Recruitment closed on September 21 for the full-time Adult Literacy Coordinator position (formerly the Literacy Program Administrator position). Applications are being screened to determine qualified candidates. These candidates will be interviewed by an outside panel of raters. The top candidates will then be interviewed by an in-house panel whose members will make the final selection to fill the position.

Over 200 applications were received for the vacant full-time Library Technician position in Technical Services. **Administrative Secretary Gwen Kishida** screened these to determine which applicants were qualified to handle the position. The first 25 qualified candidates will

be considered the eligibility list. The top half of these will be invited to interview with an outside panel of raters before being interviewed in-house.

Technical Services Senior Librarian Evena Shu and Circulation Services Supervisor Julie Villanueva interviewed ten candidates for part-time Library Page in Technical Services. One was selected and is now going through the background check.

The library is planning to hire one additional part-time Library Clerk for Adult/Reference/Teen Services. The library is also looking to work with LAC Group to utilize professional part-time temporary workers with library experience in Children's Services. Because the library did not include the position of a part-time Librarian in Children's Services in the fiscal year 2018/19 budget, the City is not allowing the library to hire a part-time Librarian this year even though there is enough money to fund the salary for the position. Because Children's is short-staffed, the library will utilize the LAC Group to try to get someone who can conduct storytimes and do outreach.

ADMINISTRATION



The **Monterey Park Library Foundation** has generously pledged \$20,000 to the library for various needs including:

- Wireless handheld microphone and receiver for programs in the Friends Room
- Ten new computers (five public and five staff)
- meeScan mobile app annual license and lease for deactivation station
- Display bins for Children's area

With the expiration of Measure C funding and a status quo budget from the City, the Foundation has stepped up to assist the library in purchasing needed equipment and facility improvements so the library can continue to serve the community.

Upcoming major campaigns and events sponsored by the Foundation:

Movie in the Park/Halloween Carnival
Holiday Wish List
High Tea at the Library
Annual Gala (Almanson Court)

Friday, October 26
November and December 2018
Saturday, April 6, 2019
Friday, September 13, 2019



And please remember to utilize AmazonSmile to donate to the library! It is a simple, automatic way to support the Monterey Park Bruggemeyer Library by donating to the Monterey Park

Library Foundation by starting shopping at smile.amazon.com. Log in using your regular account, shop as you normally would on the site and, at no cost to you, Amazon donates 0.5% of the purchase price from your eligible AmazonSmile purchases to the Monterey Park Library Foundation!

The Friends of the Library continued to support the library by providing funding for library programs including author honorariums, refreshments and activities for the community to enjoy. **The Friends Bookstore earned \$784.60 in September 2018.**

The Friends continues to recruit new members. Dues are \$5 for a single person, \$10 for a family, \$3 for seniors, \$25 for patron, \$50 for sustaining, and \$100 for benefactor. The application form also allows one to volunteer to help with Friends' activities.

Administration Staffing

City Librarian Norma Arvizu continued to be on Family and Medical Leave Act (FMLA) medical leave through August with no date currently set for her return. In her absence, Children's Senior Librarian Diana Garcia has been serving as Acting City Librarian.

Administrative Secretary Gwen Kishida screened applications for full-time Library Technician – over 200! – to determine 25 candidates who met minimum requirements for the position. She will also pre-screen the applicants for full-time Adult Literacy Coordinator. Gwen also facilitated the interviews and hiring process for part-time Library Page (Technical Services).

2018 – 2019 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. To establish, identify, nurture and deliver services that exceed quality customer needs by utilizing responses to a customer survey.	In progress. The management team will further discuss avenues to learn how to deliver exemplary customer service.
2. To create a personal online librarian chat center that provides layered access to library information and services.	In progress. Staff are researching options for an online assistance center.
3. To facilitate a Library Board review of a new strategic plan and its alignment with the library's Vision, Mission and Core Values by formalizing revisions and refinements throughout the year.	In progress. As the current Strategic Plan runs through 2018, the library's management team has begun discussions on updating and revising elements of the existing plan and developing new goals and recommendations for a new strategic plan.
4. To encourage staff to explore resources and services that can help them enhance their own job performance and results.	Ongoing. Supervisors/Managers are promoting workshops, classes and networking meetings so staff can improve their performance for the benefit of the community and themselves.

ADULT / REFERENCE SERVICES

Chinese Mid-Autumn Festival Program

Lantern riddles, prizes, and a movie were all part of the library's Chinese Mid-Autumn Festival program presented on Sunday, September 30 at 2 pm in the Friends Room.

Reference Librarian Maggie Wang did a great job planning, coordinating, and facilitating the event which has grown in popularity with the local community. Volunteers and **Reference Library Clerk Mei-Lee Wan** assisted with the 60 lantern riddles that had easy to hard levels of difficulty for participants to solve. Moon cake prizes were distributed to riddle winners in the audience of 100 people. Following the activities, a movie was screened for all to enjoy. Everyone had a great time!

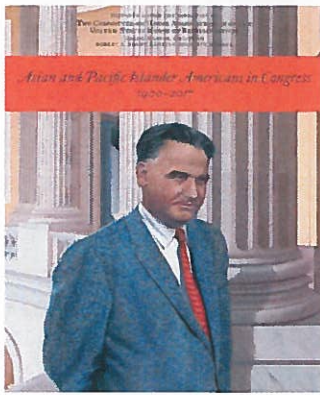


Hispanic Heritage Month Program

Author, Journalist, Poet Miluka Rivera

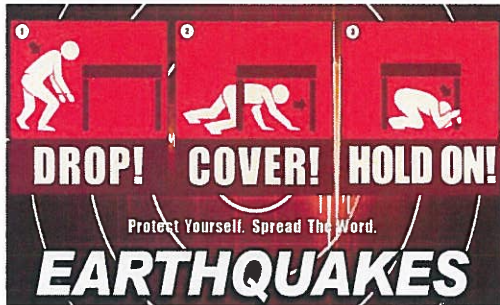


Author Miluka Rivera presented a dynamic media presentation of her book, *Hollywood Latinos Offspring* with film clips documenting the history of Latinos in film, television, and stage. The book talk on Sunday, September 23 at 2 pm drew an audience of 40 adults who actively participated in the Q/A segments of the program that included discussions on the issues of inequality and the lack of representation of Latinos in film. **Senior Librarian Cindy Costales** presented Ms. Rivera with a Certificate of Appreciation for her books documenting the history of Latinos in film, television, and stage and their significant contributions to society.



Book Event with U.S. Congresswoman Judy Chu

U.S. Congresswoman Judy Chu introduced the new book *Asian and Pacific Islander Americans in Congress, 1900-2017* on Sunday, September 9 at 2 pm. The 600 page book was released by The Committee on House Administration of the U.S. House of Representatives and tells the history in chronological order of Asian and Pacific Americans who have served in Congress. The free book was distributed to 100 people attending the program.



Earthquake Preparedness Workshop

The Monterey Park Fire Department in partnership with the Chinese American Citizens Alliance Youth Council presented an earthquake preparedness workshop on Sunday, September 16 at 2 pm. Following the presentation, the audience of 50 visited the Fire Department training trailer parked near the library to learn how to access drinking water from home water heaters during disasters.



Computer Classes

September computer classes included iPad Basics, Open Computer Lab, and Beginning Computer in English. A total of 127 adults attended computer classes in September.



Free Legal Assistance Clinic

The Asian Pacific American Bar Association presented a free legal assistance clinic on Tuesday, September 11 from 6-8 pm in the Friends Room with 31 people participating in the clinic including volunteer attorneys and assistants.



Chromebooks

75 Chromebooks were checked out by adults and teens in September.

September Circulation Statistics

Adult	Young Adult	Monthly Total
2,596	774	3,370

YA Services



Mid Week Movie

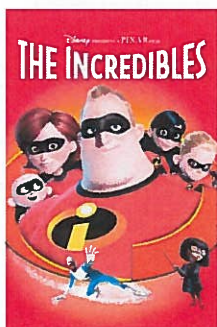
The Avengers: Infinity War was screened on Wednesday, September 5 at 3 pm in the Friends Room. The movie, the climatic conclusion of eighteen movies leading up to the Infinity War, was seen by 36 people who watched the Iron Man, Captain America, Thor, the Hulk and the rest of the Avengers unite in battle against their most powerful enemy, Thanos, as he seeks to collect the six Infinity Stones and wipe out half of all life.

Junior Friends Meeting

The Junior Friends met on September 10 and 17 with a total attendance of 31 teens. In preparation for the October Geranium Festival, the Junior Friends cut out Dia de los Muertos masks and made paper flowers for craft activities at the upcoming event. Agenda topics discussed at the meeting included recruiting more Junior Friends members, the Teen Read Week book talk program, and the City's Halloween Bash program. During the month of September the Junior Friends volunteered 177 hours.

8v8

The monthly 8v8 computer game tournament program was held on September 19 at 3 pm in the Computer Lab. The program is designed to attract male teens to the library. There were 16 teens in attendance.



Anime Club

Pixar's animated film *The Incredibles* was screened on Wednesday, September 26 at 3 pm in the Friends Room to an audience of 40 people. The film, the first in the popular franchise, tells the story of retired superheroes Mr. Incredible and his wife Elastigirl who are no longer crime fighters and are quietly raising their family. Soon the whole family is called into action to rescue the world from destruction. The film was screened in anticipation of the *Incredibles 2* release to DVD in October.



Ramona Convent High School

Teen Librarian Darren Braden participated in Ramona Convent High School's Service Fair on Tuesday, September 18. The event included a power point on

volunteer services and an award ceremony for students who reached 100 and 200 hours of service. Following the presentations, students were required to visit three booths to get information on service opportunities. Darren talked to 35 students who visited the library booth to learn about service opportunities with the literacy program, children's homework help program and the Junior Friends. The event was Darren's ninth invitation to participate in the service fair.

September Library Calendar of Events Brochures Distribution to Schools

Teen Librarian Darren Braden delivered 405 September library brochures to the following schools:

Mark Keppel High School	89
Brightwood Elementary School	38
Monterey Highlands Elementary School	38
Repetto Elementary School	33
Ynez Elementary School	37
Garvey Intermediate School	17
Schurr High School	98
Macy Intermediate School	30
Meher Montessori Middle School	1
St. Stephens Catholic School	11
St. Thomas Aquinas School	13

2018 - 2019 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Explore new ways of engaging adults with reading and programs with the summer reading program theme, *Reading Takes You Everywhere*.

PROGRESS

In progress. The library utilized a travel theme for teaching internet searching skills and Microsoft Word with adult students in the Wednesday morning computer classes in July. The travel theme was presented in conjunction with the summer library program, *Reading Takes You Everywhere*. Adults in the class were introduced to the summer library program and those who signed up received a

reading bag.

2. Develop new teen programming featuring author talks, book talks, and other creative programming to promote reading and technology with teens.
3. Promote professional growth as a team through the sharing of staff development training information at monthly Reference staff meetings.

Ongoing. Teen Librarian Darren Braden met with a local teen author to discuss a possible guest speaker opportunity for Teen Read Week to help teens learn about becoming a published author.

Ongoing. Teen Librarian Darren Braden shared information on strategies for coping with change and stress from a City mental health awareness workshop that he attended on July 30 from 1-3 pm in the Council Chambers. Darren shared highlights from the presentation and the handout with Reference Librarian Maggie Wang and Senior Librarian Cindy Costales at the monthly Reference Staff meeting on September 27 at 9:30 am.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 359 order records in September and updated 1,410 records.

ILL (Inter Library Loans): In September the Library did not lend any books to other libraries and borrowed one book.

Mending and processing: 157 items were in repair status. In September staff cleaned three CDs/DVDs.

Overdrive: There were 253 overall circulations including 166 eBook circulations and 87 audio book circulation.

Weeding: 308 items were weeded from the collection.

Grant

Evena Shu, Technical Services Senior Librarian, worked closely with **Cindy Costales, Reference Senior Librarian**, to successfully order \$7,482 worth of books for the *California State Library Initiative Book Grant* by September 21. Evena submitted all the invoices and packing lists to the State. The new books will update and expand book collections in the categories of workforce development, immigrants, refugees and diversity, life over 50, mental health and STEM (Science, Technology, Engineering, Math).

2018 – 2019 TECHNICAL SERVICES GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Add 20 laptops to provide mobile and versatile alternatives to support the increased computer usage in the library.	Completed. The library purchased 20 Dell laptops. Staff have configured the laptops and installed Microsoft Office 2013. The laptops were used for the Arduino classes for the Teen Summer Reading Program.
2. Implement wireless printing to meet the increasing demand of the public for wireless printing and maximize the use the high speed internet.	In progress. Staff have ordered the wireless printing software.
3. Plan and support robotics coding program to build 21 st Century skills for tweens and teens and report the outcome for the grant.	In progress. Staff implemented three robotics series in June and July for the Teen Summer Reading program.

CIRCULATION SERVICES



The library received a generous donation from the Kiwanis Club of Monterey Park of five Lingo translation devices. This two-way personal translator device will translate into over 80 selected languages as staff speaks into it in English which is an immense help when no staff are available to help translate a patron's needs. The Circulation desk has made good use of the device recently as Circulation is without one full-time Library Clerk who speaks Mandarin.

Circulation Staffing

Full-time Library Clerk Mona Ying left to China on September 17 for four weeks on FMLA to care for her parents. **Amy Wu, part-time Library Clerk**, is helping to cover the public desk.

Circulation Supervisor Julie Villanueva participated in library page interviews on September 10 and 11. The current opening is in the Technical Services department. A list is compiled and referred to regarding any openings during the next year.

2018 – 2019 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Monitor and allocate as necessary Circulation library pages to ensure shelving of returned materials is accomplished expeditiously.
2. Continue to promote usage of the library's self-checkout technology to facilitate efficient customer service.

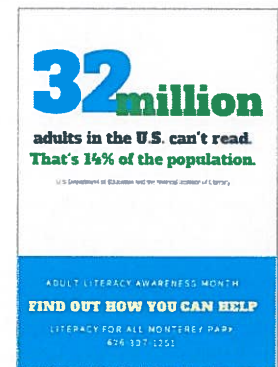
PROGRESS

Ongoing. With the reduction in part-time Library Page hours, it has become necessary to monitor the quantity of returned materials to re-shelve and evaluate the allocation of staff to necessary tasks to maintain efficient shelving. Library Clerks working at the Circulation Desk have begun placing books in order on carts to assist the Library Pages in a more efficient use of their time.

Ongoing. Using the new self-checkout technology of a mobile app in addition to the self-checkout machine, a reduction in wait time in line for checkout or renewal can be achieved by patrons with staff encouragement and support.

LAMP LITERACY / CITIZENSHIP

September is Adult Literacy Awareness Month so LAMP's focus this month was on recruiting volunteers for the Literacy Program. To accomplish this goal, staff placed posters in strategic locations throughout the library with statistics about the effects of illiteracy and information about how to help. Staff also set up an information table at the library entrance with a sign-up sheet for the tutor training. The display drew a lot of attention as many people stopped by the table to ask about the program. Thanks to this effort, LAMP was able to recruit five new tutors for our program.



ESL and Citizenship Classes

ESL and Citizenship classes are in full swing now. Students have begun to settle into their classes. The first couple of weeks they are getting a feel for the level and the teacher, but by now they are more comfortable with their assigned class.



Longtime Citizenship Instructor Annabelle Chu has stopped volunteering for the time being due to health reasons. Her Wednesday morning citizenship class was very popular and LAMP is currently looking for a Chinese-speaking teacher to take over the class. In the meantime though, **Acting Literacy Administrator Jose Garcia** has taken on teaching the class and so far the students have been very pleased.

Passports

This month, the LAMP office processed a total of 114 applications and took 50 photos. September is typically a slower month for passports. At this same time last year only 70 applications were processed. More people have been using the Acuity online appointment system as 52 appointments were made online this month.

New Citizens- September

Ying Huang	Tianli Liu
Jianwei Hu	Jian Guo Sun
Fenghua Zhao	Wanci Li
Jingzhi Lu	Yanmin Li



LAMP Statistics for September 2018

Programs	97	
Program Attendance	1175	
Students Served this month	261	
Student hours	2113	
Total Students	YTD 350	Projected 1,000
Total Hours	YTD 4143	Projected 25,000
Items Circulated	39	
Passports	114	YTD 346
Passport Revenue	\$4,740	YTD \$14,480

ESL and Citizenship Preparation Classes

Citizenship Preparation	Mondays	6:00 – 8:00 p.m.	Lilian Kawaratani
Citizenship Preparation	Wednesdays	10:00 a.m. – 12:00 p.m.	LAMP Staff
Citizenship Preparation	Sundays	1:00 – 3:00 p.m.	Lee Zambrana
Citizenship Support	Wednesdays	12:00 – 1:00 p.m.	Betty Li
ESL Beginning Literacy	Thursdays	10:00 a.m. – 12:00 p.m.	Christiana Chavez
ESL Beginning Low	Mondays	6:00 – 7:30 p.m.	Sam Fechenbach
ESL Beginning High	Mon/Wed	12:00- 2:00 p.m.	Sam Fechenbach
ESL Intermediate Low	Tue/Wed/Thurs	1:00-3:00 p.m.	Nancy Gilmore
ESL Intermediate High	Mon/Tue/Wed	3:00 – 5:00 p.m.	Richard Hollingsworth
ESL Advanced	Tuesdays	7:00 – 8:30 p.m.	Sam Fechenbach
ESL Conversation	Sundays	1:00 – 3:00 p.m.	Daisy Liu

2018 – 2019 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Enhance Library ESL and Citizenship webpage to include online resources and databases for students and tutors.	In progress. Staff have begun researching content to add to the website.
2. Expand professional development opportunities for volunteer ESL instructors and tutors to increase effectiveness of teaching methods and lesson planning.	In progress. Staff is researching online training tools to share with ESL instructors and tutors.

3. Boost passport application intake by increasing service hours and designating a specific time-frame for walk-in services.

LAMP staff will reassess this objective due to the closure of Fridays.

CHILDREN'S SERVICES

Children's staff presented **25 in-library programs and storytimes** to **1,528 parents and children** during the month of September.

On September 11 library storytimes resumed following a three-week break during late August and early September for planned staff vacations. Programming attendance numbers are lower than usual this month due to the recess.

Staff hosted **two field trips** to the library and **one school visit** which served a total of **158 teachers, parents and children**, bringing **total programming attendance to 1,686** for the month. Staff answered **733 reference questions** in person and over the phone.



Type	September 2018	August 2018	September 2017	% Change vs.	
				August 2018	September 2017
Program Attendance	1528	1312	1857	+16%	-18%
Outreach Attendance	158	146	27	+8%	+485%
Reference Questions	733	661	734	+11%	0%

Programming

Homework Assistance resumed for the 2018-19 academic year on Monday, September 10. Tutors were in high demand during the month with children of all ages utilizing the free service. They assisted 74 children with 214 questions during the month.

On September 6 and 20 Children's Services offered Baby Play sessions from 10 to 11:00 a.m. with storytime starting at 11:00 a.m. Because **Children's Senior Librarian Diana Garcia** is currently serving as Acting City Librarian, she attends Post-City Council meetings at 10:00 a.m. with other Department Heads on the first and third Thursdays of each month. This arrangement will continue until Children's Services brings on a temporary Children's Librarian to assist with storytimes, outreach and other work in the division.

Community Partnerships

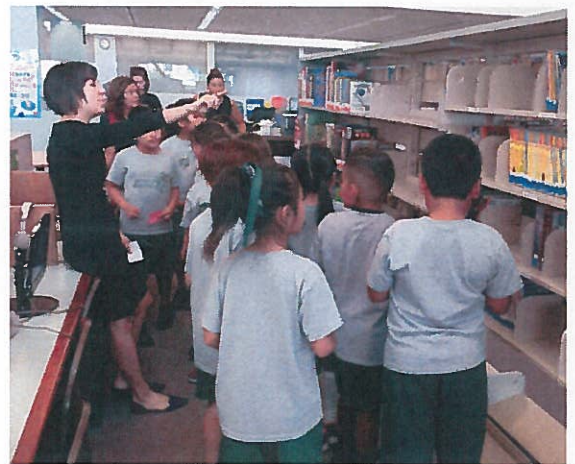
The Moms Club of Monterey Park and Alhambra held a meeting on September 5 in the library's Friends Room. Children's Staff is currently working together with the President of the Moms Club to arrange a Preschool Fair for families in February 2019.

Teachers from Monterey Highlands' Options Preschool visited the library on September 25 and 26 to promote enrollment.

Class Visits, Outreach and Field Trips

In September Children's staff hosted two field trips to the library by St. Stephen's School and Montebello Adult School at Bella Vista Elementary and visited classes at Alpha Shen Preschool, serving a total of **158 children and teachers**.

St. Stephen's School visited the library for a tour and bibliographic instruction on September 12. **Acting City Librarian/ Children's Senior Librarian Diana Garcia** showed children how to use the library's OPAC and how to find books in the Children's Department and students checked out books.



Bella Vista's parent/child preschool class visits the library monthly for storytime and play. This was their first visit of the 2018-19 academic year and lots of new families signed up for the 1,000 Books Before Kindergarten program and checked out Starlings.

Diana visited all classrooms at Alpha Shen on September 26, where she read books and sang with children.

1,000 Books Before Kindergarten

Children read 3,000 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Sixteen new children signed up for the program and 26 children read at least 100 books. Two children reached the 1,000 book milestone and earned certificates this month.

In all, families have read 139,400 books since the inception of the program in 2014.

Circulation Statistics

In September **78.6% of the library's total circulation was Children's materials**. A total of 12,577 physical children's items were checked out during this month.

2018 - 2019 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Add circulating Starling devices - a new consumer technology which helps caregivers track how much they communicate with their children - to encourage effective early literacy practices in Monterey Park.	Complete. Children's Staff, working together with Technical Services and Circulation has added Starling devices to the collection. Staff members are currently promoting the devices, training parents on their use, and circulating Starlings.
2. Provide library outreach to classrooms and host field trips to the library for schools and child care centers.	Ongoing. In September Children's staff hosted field trips to the library by St. Stephen's School and Bella Vista and staff visited Alpha Shen Preschool, serving a total of 158 children, teachers and caregivers.
3. Hold a preschool fair at for parents and caregivers to learn about the early education options available and to enroll their children.	In progress. Staff is currently reaching out to preschool administrators and staff to discuss the program and secure participation. This program is being organized in partnership with the Moms Club of Monterey Park and staff met with President Dee Bonilla this month to discuss plans. The program is tentatively set for Sunday, February 10, 2019.

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MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

September 2018

Submitted by Evena Shu, Technical Services Senior Librarian

September 1st, 2018	Cumulated Total	Cumulated Deleted	Added September 2018	Deleted September 2018	Gain/Loss September 2018	Changes September 2018
Items records	149,595	246,644	551	308	243	
Bib records	132,849	189,930	594	180	414	
Authority records	109,234	78,624	13	283	-270	1,410
Order records	18,251	68,088	359	0	359	
August 1st, 2018	Cumulated Total	Cumulated Deleted	Added August 2018	Deleted August 2018	Gain/Loss August 2018	Changes August 2018
Item records	149,352	246,336	710	622	88	
Bib records	132,435	189,750	824	378	446	
Authority records	109,504	78,341	1	3	-2	2,209
Order records	17,892	68,088	494	0	494	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		23,884	
HOURS OPEN			155
CHECK-OUT AND RENEWAL	15,987		
CHECK-IN	13,670		
PATRON REQUESTED HOLDS	73		
FILLED HOLDS	55		
Monterey Park	37		
Alhambra	8		
Los Angeles County	5		
Rosemead 3			
Los Angeles (City)	2		
Santa Fe Springs	3		
Total	55		
MEESCAN Total number of sessions	7		
USAGE Items checked out	19		

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	96	14	
MON	57	6	
TUE	93	7	
WED	40	3	
THU	47	5	
FRI	0	0	
SAT	38	5	
TOTAL	371	40	411 Patrons
August 2018 total	311	37	348

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	7	422	7	
MON	2	198	0	
TUE	1	293	10	
WED	1	121	11	
THU	2	160	0	
FRI	0	0	0	
SAT	3	137	13	
TOTAL	16	1,331	41	1,388 items
August 2018 total	33	1,058	16	1,107

LAMP MONTHLY STATISTICAL REPORT

September 2018

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2018 - 2019	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	4	44	0	0	4	75	4	119	10	1200
CITIZENSHIP	7	40	0	1	6	42	7	140	40	1000
BASIC	15	51	0	0	15	38	15	144	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
ELLI	0	0	0	0	0	0	4	40	10	900
TOTAL	26	135	0	1	25	155	30	443	100	4300

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2018 - 2019	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	149	876	19	13	155	1613	176	2489	650	19000
CITIZENSHIP	104	515	10	25	89	462	141	1360	500	7500
BASIC (1-to-1)	18	51	1	2	17	38	18	144	50	1000
DIST. LEARNING	0	0	0	0	0	0	0	0	120	
FFL - Adults	0	0	0	0	0	0	0	0	50	50
FFL - Children	0	0	0	0	0	0	0	0	50	50
ELLI	0	0	0	0	0	0	15	150	80	1400
TOTAL	271	1442	30	40	261	2113	350	4143	1500	29000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS

	Last Month	This Month	YTD	Projected 2018-2019
Workshops Held	0	1	1	10
# of Tutors Trained	0	5	5	75

D. STUDENTS WAITING

ESL & citizenship classes	9
One-to-one	48
Referred to other institutions	1

E. OFFICE VOLUNTEERS

# OF VOLUNTEERS	2
HOURS	6

US CITIZENS	New	YTD
Passed	8	13

Passports	New	YTD
Executed	114	346

Reference Qs	New	YTD
ESL	153	488
Citizenship	121	426
Passports	273	882



Library Board of Trustees Staff Report

DATE: October 26, 2018

AGENDA ITEM NO: 6

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Library Security Cameras and Footage Policy

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the proposed library policy and;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The library is proposing a new Library Security Cameras and Footage Policy. This proposed policy has been reviewed and approved by the Assistant City Attorney and reconciles with applicable law including, without limitation, the Monterey Park Municipal Code.

BACKGROUND:

Under Government Code section 34090.6 security camera footage must be retained for one year.

FISCAL IMPACT:

The cost of purchasing external hard drives to store security footage is approximately \$1,200. This will be paid from trust account 0075 450 0075 08320.

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' and 'G' followed by a horizontal line.

Diana Garcia
Acting City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, featuring a stylized 'G' and 'K' followed by a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Library Security Cameras and Footage Policy

ATTACHMENT 1

Library Security Cameras and Footage Policy

Monterey Park Bruggemeyer Library Policy	Policy Number:
	Issue Date:
	Revised Date:
Subject: Library Security Cameras and Footage	Library Board of Trustees Review:
	City Manager Approval:
	Page Number 1 of 1

Purpose:

The Monterey Park Bruggemeyer Library operates closed circuit video cameras to enhance the safety and security of library users, staff, and property. The policy for the use of security cameras and any information obtained from security camera use is as follows:

Policy:

- 1) Cameras are meant to enhance the security and safety of library patrons, staff, and property. However, the City of Monterey Park and the Monterey Park Bruggemeyer Library do not assume any additional liability for security and safety by installing and operating such cameras. Because cameras are not continuously monitored, library patrons should take appropriate precautions for the security of their personal property.
- 2) Camera views are limited to publicly accessible areas. Not all public areas in the library, however, are within camera view. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as in restrooms or private offices.
- 3) Cameras do not intentionally focus on library or personal materials, computer screens or documents being viewed by any individual. Libraries are public places, however, and there is not a reasonable expectation of privacy in utilizing library facilities.
- 4) Cameras do not record audio.
- 5) Camera recordings may be shared upon approval of the City Manager, or designee, to maintain a safe, secure, and policy compliant environment.
- 6) As required under Government Code section 34090.6 security camera footage must be retained for one year.
- 7) Data collected from camera recordings is not considered library circulation or registration and is therefore not within the scope of Government Code section 6254(j). Members of the public may file a Public Records Request with the Monterey Park City Clerk's office in order to view or obtain a copy of security camera footage under Government Code sections 6250 through 6276.48.
- 8) If a patron believes a crime has been committed inside or outside of the library, they patron is encouraged to file a police report. Library staff is not responsible for investigating any alleged crime.
- 9) The City Manager, or designee, may allow viewing and provide copies of security camera footage to Monterey Park Police Department in connection with the investigation of an incident inside or outside the library.



Library Board of Trustees Staff Report

DATE: October 16, 2018

AGENDA ITEM NO: 7

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: 2019 Holiday Schedule

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the proposed schedule and;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The library is presenting the schedule of dates when the library will be closed due to Federal/City holidays in 2019.

In August 2018 the Library instituted Friday closures due to the budget shortfall generated after Measure LL was not passed by voters. Per past practice when a City holiday has fallen on a Monday, the Library Board of Trustees has approved the closure of the Library on the preceding Saturday and Sunday. The closure of Fridays now creates a situation in which the Library is closed Friday through Monday during these holiday weeks. Full-time staff members are given nine (9) hours of holiday pay by the City, and must then work 31 hours during Tuesday, Wednesday and Thursday of the holiday week.

There are five (5) such holidays in 2019: Martin Luther King Jr., President's, Memorial, Labor and Veterans Day. The library proposes to open on Saturdays during these holiday weekends in order to preserve service to the public and to relieve full-time staff scheduling issues caused by the holiday closures.

BACKGROUND:

FISCAL IMPACT:

None

Respectfully submitted by:


Diana Garcia
Acting City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

- A. 2019 Holiday Schedule with Saturdays Closed
- B. 2019 Holiday Schedule with Saturdays Open

ATTACHMENT 1
2019 Holiday Schedule

Attachment A: 2019 Holidays with Saturdays Closed

January 1 (Tuesday)	New Year's Day
January 19, 20, 21 (Saturday, Sunday & Monday)	Martin Luther King, Jr.
February 16, 17, 18 (Saturday, Sunday & Monday)	President's Day
April 21 (Sunday)	Easter
May 11? (Saturday)	Play Days Parade
May 25, 26, 27 (Saturday, Sunday & Monday)	Memorial Day
July 4 (Thursday)	Independence Day
Aug. 31, September 1, 2 (Saturday, Sunday & Monday)	Labor Day
November 9, 10, 11 (Saturday, Sunday & Monday)	Veteran's Day
November 28, 29, 30, Dec.1 (Thursday, Friday, Saturday & Sunday)	Thanksgiving
December 24 (Tuesday)	Christmas Eve
December 25 (Wednesday)	Christmas
December 31 (Tuesday)	New Year's Eve

Highlighted days are official paid holidays for full-time City employees

Attachment B: Holidays for 2019 with Saturdays Open

January 1 (Tuesday)	New Year's Day
January 20, 21 (Sunday & Monday)	Martin Luther King, Jr.
February 17, 18 (Sunday & Monday)	President's Day
April 21 (Sunday)	Easter
May 11? (Saturday)	Play Days Parade
May 26, 27 (Sunday & Monday)	Memorial Day
July 4 (Thursday)	Independence Day
September 1, 2 (Sunday & Monday)	Labor Day
November 10, 11 (Sunday & Monday)	Veteran's Day
November 28, 29, 30, Dec.1 (Thursday, Friday, Saturday & Sunday)	Thanksgiving
December 24 (Tuesday)	Christmas Eve
December 25 (Wednesday)	Christmas
December 31 (Tuesday)	New Year's Eve

Highlighted days are official paid holidays for full-time City employees